

*At Holme Junior & Infant School,
we empower every individual to be
resilient and independent lifelong learners,
who value and respect their environment,
developing high aspirations
to reach their full potential.*



HOLME JUNIOR & INFANT SCHOOL

Headteacher: Mr. Damien Bond

Educational Visits Policy September 2023

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Introduction

This policy covers all educational visits that occur outside the school premises. This ranges from walks around the locality to residential visits of several days' duration. It includes also Outdoor and Adventurous Activities.

Aims and Objectives for Educational Visits

Our fundamental aim at Holme J and I School is to provide the best possible education for all our pupils. It is the aim of the school to place a high value on diversity, treating every member of the school community as an individual, and meeting the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. In doing this, we aim, therefore, to raise the achievement of all the children in the school.

Educational Visits and Outdoor and Adventurous Activities are an integral part of the children's education at Holme J and I School. They offer opportunities to enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities. On residential visits especially, there is opportunity to develop social skills which have a long-lasting beneficial effect.

Nature of Educational Visits

The school runs a wide range of Educational Visits. These may include:

- Walks around the local village of Holme.
- Half-day visits by coach or mini-bus to places of interest to support the curriculum.
- Day visits to places of historical, environmental, religious or other interest to support specific curriculum areas.
- A bi-annual residential visit for children in Year 5 and Year 6 Robinwood Activity Centre.

Health & Safety

The school will adopt the procedures as laid out in Kirklees' guidance/National Guidance (endorsed by NUT, Aspect, ATL and NAHT) for off-site visits summer 2012 (all staff organizing school visits must see OEAP National Guidance available in Evolve)

Personnel

The school's Educational Visits Co-ordinator (EVC) is the School Business Manager supported by the Headteacher.

For each visit, of whatever duration, a Group Leader is identified. The Governing Body also has a specific role to play in all Educational Visits. The roles for these are defined in detail in 'Standards for LEAs in overseeing Educational Visits. In brief:

It is a priority of this school that all visits and off-site activities are safe, well-managed and educationally beneficial.

1. Responsibilities of the Headteacher/ EVC (Educational Visits Co-ordinator)

The Headteacher will:

- ensure all visits and off-site activities have specific and appropriate educational objectives
- approve all visits and activities, based on compliance with school health and safety policy, relevant Kirklees' guidance and recognised good practice;
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group;
- check that the staffing ratio is suitable for each visit;
- ensure party leaders have access to a planning checklist, and information on EVOLVE
- check that risks have been assessed, significant risks recorded and any appropriate safety measures are in place.

2. Approval of off-site activities

The Headteacher will be responsible for approving all off-site activities and will forward those in Categories B & C to the LA Off-Site Visits Adviser (see below). This includes approving the party leader for each visit or off-site activity.

A summary of the programme for the following categories of programmes, together with a risk assessment, will be sent to the Education Visits Advisor, Kirklees for final approval via Evolve:

- Residential visits home and abroad (Category B activities);
- hazardous outdoor and adventurous (Category C activities)
- activities where there is significant concern about health, safety and welfare e.g. Proximity to natural water (Category C activities).

The Governing Body should be informed by the Headteacher about plans which involve:

- a residential element;
- any residential visits and
- any visit where there is significant concern about health, safety and welfare.

The Headteacher will monitor off-site visits and activities and will provide a regular report to the Governing Body about the off-site activities which have taken place from the school.

3. Responsibilities of the Group Leader

The group leader will:

- have overall responsibility for the supervision and conduct of the visit or activity;
- obtain the Headteacher's approval before any off-site visit or activity takes place;

- follow policy and procedures of the Council and the school;
- assess the risks, taking into account the benefits as well and use the school planning checklist to ensure all procedures have been followed;
- inform parents fully about the visit and gain their consent, where appropriate;
- reassess risks while the visit or activity takes place;
- ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to weather etc.

4. Responsibilities of additional members of staff taking part in visits and off-site activities

Members of staff, volunteers and parent helpers should:

- Assist the party leader to ensure the health, safety and welfare of young people on the visit;
- Be clear about their roles and responsibilities whilst taking part in a visit or activity.

5. Responsibilities of pupils

Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the party leader or other members of staff, for their own health and safety and that of the group. Young people should:

- Avoid unnecessary risks;
- Follow instructions of the party leader and other members of staff;
- Behave sensibly, keeping to any agreed code of conduct;
- Inform a member of staff of significant hazards.

6. Responsibilities of parents

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct;
- inform the party leader about any medical, psychological or physical condition relevant to the visit;
- provide an emergency contact number;
- sign the consent form.

7. The provision of training and information

A copy of this policy and associated school procedures will be made available to all staff within the school who may be responsible for leading off-site visits and activities and to any parent requesting a copy.

Appropriate training will be made available to leaders and other adults taking part in off-site activities in order to reflect identified school health and safety priorities and educational priorities.

The school office will maintain a record of the qualifications held by staff and volunteers involved in outdoor activities including first aid, life-saving, mini-bus driving and specific hazardous activities.

8. Action in the case of emergency

The Headteacher will ensure that emergency arrangements are in place, known to staff and in line with Kirklees policy, to cover the range of activities undertaken from

the school and the times at which they take place. This will include emergency contact numbers for designated senior members of staff or the governing body out of hours. First aid provision and training of staff will be in accordance with Kirklees expectations.

9. Accidents and incidents

Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the school health and safety policy. Kirklees will be informed of notifiable accidents and incidents. Accidents and incidents will subsequently be reviewed within the school to identify any learning points.

10. Monitoring and review policy and practice

The Governors will review this policy:

- Every three years
- At such time as there are significant changes to guidance from Kirklees on the management of outdoor education, visits and off-site activities
- Should significant issues be brought to the attention of the Governors through the report of the Headteacher.

Procedure for Running Educational Visits

A set procedure is followed for all Educational Visits, although the nature of each visit will determine the level of preparation required. Each Group Leader will, liaise with the EVC. A visit will proceed only when the EVC is satisfied that all reasonable preparations have been made.

Risk Assessment

Risk assessments are made for all Educational Visits using Kirklees EVOLVE. This necessitates that the Group Leader, where possible, has made a pre-visit in order to be able to plan for the visit and to conduct a Risk Assessment appropriately. Risk Assessments must be simple, manageable, proportional, suitable and sufficient. The system must:

- identify significant hazards;
- assess the risk of harm;
- put control measures in place;
- check if anything else is needed;
- use a simple assessment language – high/medium/low.

Risk Assessment considers the site and its environment, the group, the activity and the leaders.

Financing Educational Visits

The school complies with the Education Act 1996 (section 451), and procedure is outlined in the school's Charging and Remissions policy.

This policy is a working document, and will be reviewed every three years.